

**Photograph Reprint Request (PINK Sheet)**

Complete one sheet for each photo. Your address is needed only once. Alternatively, send a list of photos with this information:

Date \_\_\_\_\_

Collection Name \_\_\_\_\_

Name \_\_\_\_\_

Collection Shelf \_\_\_\_\_

Address \_\_\_\_\_

Accession Number \_\_\_\_\_ [i.e., 58-1026-123]

\_\_\_\_\_

Box # \_\_\_\_\_ Folder # \_\_\_\_\_

Phone number \_\_\_\_\_

Album # \_\_\_\_\_ Page # \_\_\_\_\_

Description of photograph and/or caption

<p><b>Prints</b></p> <p>____ Prints from digital scans</p>	<p><b>Circle size</b></p> <p>8.5" x 11"</p> <p>11" x 14"</p> <p>17" x 22"</p>	<p><b>How Many prints</b></p>
<p><b>Files</b></p> <p>____ Digital files (scans)</p> <p>TIFF files are 600 dpi, no compression, Typical file size is 3000-4000 pixels on the long dimension.</p>	<p><b>TIFF or JPEG</b></p> <p>Reproduction for web use or PowerPoint presentations will be JPEG files.</p>	<p>____ CD-Rom</p> <p>____ Web</p>
<p><b>Special Instructions</b></p>		
<p><b>E-mail address for digital files</b></p>		

Order Number **12** - \_\_\_\_\_

Blue sheet Item number \_\_\_\_\_